

## **PORTCHESTER CREMATORIUM JOINT COMMITTEE**

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Fareham on Monday 14 September 2015 at 2.00 pm.

### **Present**

#### **Fareham Borough Council**

Councillor Keith Evans  
Councillor Susan Bell

#### **Gosport Borough Council**

Councillor Alan Scard  
Councillor Dennis Wright

#### **Havant Borough Council**

Apologies submitted

#### **Portsmouth City Council**

Councillor Ken Ellcome

### **Apologies for Absence (AI 1)**

Councillors Tony Briggs (chairman) & David Guest (Havant Borough Council); Rob New (Portsmouth City Council); James Clark (Manager & Registrar) and Terry Garvey (Engineer & Surveyor)

### **Welcome and Introductions**

Mrs Helen Jenkins, Deputy Manager and Registrar, was welcomed to the meeting.

### **649 Appointment of Vice-Chairman (AI 5)**

In the absence of the Chairman members –

**RESOLVED** that **Councillor Dennis Wright (Gosport Borough Council)** be appointed **Vice Chairman for the 2015/16 municipal year.**

**(Councillor Dennis Wright in the Chair)**

### **650 Declarations of Members' Interests (AI 2) – None**

**651 Minutes of the Meeting held on 15 June 2015 (AI 3)**

**RESOLVED** that the minutes of the meeting held on the 15 June 2015 be signed as a correct record.

**652 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) - None**

**653 Clerk's Items (AI 6) – None**

**654 Recycling of Metals Scheme – Charitable Nomination (AI 7)**

The Clerk reported that following consultation with members during August, there was widespread support for the submission of an application for the Macmillan Nurses under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management. The application had now been submitted, with the support of the Macmillan Nurses who were consulted.

**RESOLVED** that the action taken be noted

**655 External Audit for the Year Ended 31 March 2015 – Audited Annual Return (AI 8)**

(TAKE IN REPORT OF THE TREASURER)

The Treasurer reported that BDO LLP, the External Auditors for the Portchester Crematorium Joint Committee, had completed their work and provided an unqualified Certificate and Opinion on the Annual Return for the year ending 31 March 2015.

The Joint Committee was advised that for future years the current system of an external auditor being responsible for the joint committee would change with each constituent local authority then becoming responsible for the audit.

**RESOLVED** that the audited Annual Return be accepted and approved.

**656 Building Works Programme (AI 9)**

(TAKE IN REPORT OF THE ENGINEER AND SURVEYOR)

In the absence of the Engineer and Surveyor and Deputy, the Clerk and Treasurer submitted the report and answered questions arising. These included reference to the building costs in respect of the South Chapel refurbishment and the internal redecoration rolling programme.

In respect of the sound attenuation works that had been undertaken as part of the mercury abatement project, the Joint Committee was advised that the work appeared to have been successful in eliminating any noise emanating from the building, and officers advised that the effect of the work was being monitored.

**RESOLVED** that the contents of the report be noted.

**657 Manager and Registrar's Report (AI 10)**

**(a) General Statistical Report**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

The Deputy Manager and Registrar submitted the report. Members were advised that the number of cremations undertaken to date was in line with the projected figure.

**RESOLVED that the report be received and noted.**

**(b) Any other items of topical interest – Crematorium Web Site**

The Joint Committee was advised that work was proceeding on the design for refreshing the Crematorium's web site.

**RESOLVED that the report be received and noted.**

**658 Horticultural Consultant's Report (AI 11)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

**RESOLVED that the report be received and approved.**

**659 Crematorium South Chapel Refurbishment (Exempt Item) (AI 12)**

Before considering this item the Joint Committee –

**RESOLVED that the public be excluded from the meeting during this item of business because it is likely that if members of the public were present there would be disclosure to them of 'exempt information' within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**

(TAKE IN EXEMPT REPORT OF THE ENGINEER AND SURVEYOR)

In the absence of the Engineer and Surveyor and Deputy, the Clerk and Treasurer submitted the report. In response to questions from members the Treasurer advised on tenders received for the refurbishment of the South Chapel project and the methodology and criteria used to assess those tenders. Officers noted the views of members regarding the future application of criteria to ensure that 'undue emphasis or weighting' was not given to one particular element of a tender.

**RESOLVED that the report be received and noted.**

**660 Date of Next Meeting**

**RESOLVED** that the next meeting of the Joint Committee will be at 2pm on Monday 14 December 2015 in the Civic Offices, Portsmouth, and that if possible the meeting on 14 March 2016 be held at Havant.

The meeting concluded at 2.26 pm

Chairman

JH/me  
15 September 2015  
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